

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: UTILITIES ASSET MANAGER

DEPARTMENT: PUBLIC WORKS

DIVISION: UTILITIES

BASIC FUNCTION:

Under general direction, to plan, direct, coordinate, and manage the utilities asset portfolio. Manage utilities infrastructure assets to minimize the total cost of owning and operating them while delivering agreed customer service levels. Provide asset management tools; develop processes and procedures to capture information for high level and complex decision-making in optimizing the lifespan of utility assets. Collaborate and coordinate with colleagues throughout public works and the city regarding utility asset management decisions and activities.

KEY RESPONSIBILITIES:

Plan, manage, coordinate and drive the intermediate and long-range financial planning activities, strategy, budget preparation and administration for the utilities asset management program.

Oversee, direct and supervise the development and implementation of a high-performing utilities asset management program which incorporates a computerized maintenance management system.

Collaborate with engineering and operations colleagues regarding the rehabilitation, repair or replacement of utilities assets.

Coordinate utilities asset management activities and communications with other departments and divisions, outside agencies and organizations.

Identify, develop, and coordinate customer service level goals and performance measures working with all managers and directors in Public Works and Utilities.

Organize and direct the operation of the computerized work management system that plans and schedules work activities for water and wastewater field staff, including

planning, scheduling and coordinating the material, equipment and personnel requirements for projects and work orders.

Analyze program data; recognize issues and trends; identify options, consequences, and develop conclusions and recommendations; prepare complex statistical reports and make presentations.

Develop and implement department and division asset management goals and objectives.

Coordinate and administer the work of project contractors and consultants; provide documentation of all project-related discussions and meetings.

Collaborate with staff and management across the organization and with outside third parties to clearly identify, explain and communicate their project and/or program involvement and the goals, expectations, objectives, policies, priorities, and tasks associated with their project and/or program.

Assist in the development of engineering standards that reduce asset life cycle costs.

Select, supervise, train, evaluate, and assign work to subordinates.

Perform other duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Knowledge of:

- Computerized maintenance management programs
- Analytical and interpersonal skills
- Collaboration in team environments
- Project management tools and methodologies
- Applicable federal, state and local laws and regulations
- How to apply mathematics and/or mathematic formulas
- Methods and techniques of research, statistical analysis, and report presentation
- Principles and techniques of performance measurement

- Principles of labor relations, supervision, training and performance evaluation

Ability to:

- Provide administrative and professional leadership
- Make recommendations and decisions in accordance with laws, regulations, policies and procedures
- Plan and manage multiple projects with strong attention to detail
- Interpret complex, descriptive statistical reports
- Develop and implement goals, objectives, policies and procedures that are consistent with the city's goals and objectives
- Initiate, plan and complete work with a minimum of direction and control
- Direct, supervise, train and evaluate assigned staff
- Communicate clearly and concisely, orally and in writing
- Establish and maintain cooperative relationships with customers, the public and those contacted in the course of work including negotiating work with outside contractors
- Use computer applications to assist in performing duties

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university in engineering, finance, information technology or a related field and five to seven years of increasingly responsible engineering, finance or information technology experience, to include two years supervisory experience and three years asset management experience.

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Continuing education coursework in the area of asset management preferred.

A background in water and/or wastewater operations preferred.

SPECIAL REQUIREMENTS:

Possession of a valid Class C California Driver's License or the ability to be transported throughout the City.

PHYSICAL STANDARDS AND ENVIRONMENT:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk on level ground or other terrain, stand, climb on ladders and scaffolding, stoop, bend and squat. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; properly read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed and complex work on multiple, concurrent tasks; work under deadlines; and interact with staff, Council members and others encountered in the course of work.

Work is performed mainly in an office environment; however an employee may be required to operate in a field setting, and as a result may be exposed to weather conditions and loud noises. The incumbent is required to meet with other staff, the public and officials at various city locations and may travel to off-site locations as necessary.

This is an at-will management classification.

DATE APPROVED: 6-30-15